



**STATE OF TENNESSEE  
COMMISSION ON AGING AND DISABILITY**

Andrew Jackson Building  
500 Deaderick Street, Suite 825  
Nashville, Tennessee 37243-0860  
Voice 615-741-2056

Richard M. Hann  
Executive Director

Fax 615-741-3309  
TDD 615-532-3893

Memorandum

TO: Deborah E. Story, Commissioner  
Department of Human Resources

FROM: Mike Hann, Executive Director

DATE: June 11, 2008

SUBJECT: Voluntary Buyout Program Planning

We have identified the Clerk 2, Clerk 3, and Administrative Services Assistant 2 job classifications as the target classes for participation in the Voluntary Buyout Program. The Tennessee Commission on Aging & Disability needs to eliminate three positions based on a projected staff of 58 personnel. These classes are those that can be reduced with the least detriment to operation.

Staff in other areas is capable of, and experienced in, the duties provided by these classes. These responsibilities can be absorbed by staff of other units.

Please find attached the following documents: (1) Recurring Savings Plan, (2) Summary of Classes Eligible for Voluntary Buyout Program, and (3) Employee Listing.

Feel free to contact me at 532-4543 if there are any questions.

Richard M. Hann  
Richard M. Hann, Executive Director/Appointing Authority

June 11, 2008  
Date